



# EMPLOYMENT OPPORTUNITIES

April 27, 2015



**US Army Garrison Ansbach  
Army Community Services**

Katterbach Kaserne Bldg. 5817A  
DSN:467-2883 CIV: 09802-83-2883  
Storck Barracks Bldg. 6510  
DSN: 467-4555 CIV: 09841-83-4555

# Appropriated Funds (AF) Job Opportunities

- [Interdisciplinary Engineer/Architect](#)
- [Medical Support Assistant \(OA\)](#)
- [Engineering Technician \(Civil\)](#)
- [Human Resources Specialist](#)

# Non-Appropriated Funds (NAF) Job Opportunities

- [Distribution Technician, NF-02](#)
- [Multimedia Consultant, NF-04](#)
- [Child and Youth Program Assistant](#)
- [Supervisory Recreation Specialist, NF-04](#)
- [Recreation Specialist, NF-04](#)
- [Art Specialist, NF-03](#)
- [Custodial Worker, NA-02](#)
- [Operations Assistant \(Veterinary Services\), NF-03](#)

# LN Opportunities in Ansbach

[http://acpol2.army.mil/vacancy/vacancy\\_list.asp?nation=LN  
&fund=AF&type=CLOSE ONLY&country=DE](http://acpol2.army.mil/vacancy/vacancy_list.asp?nation=LN&fund=AF&type=CLOSE_ONLY&country=DE)

## Department of Defense Dependents School (DODDS)

- [Education Program Administrator](#)  
(Assistant District Superintendent)
- [Education Program Administrator](#)  
(District Superintendent)
- [Educational Aid](#)
- [Library Technician \(OA\)](#)
- [School Clerk \(OA\)](#)
- [Health Technician \(OA\)](#)
- [Office Automation Assistant](#)
- [School Support Assistant](#)
- [Substitute Teacher](#)
- [School Information Assistant \(OA\)](#)
- [School Secretary \(OA\)](#)
- [Transportation Assistant \(OA\)](#)
- [Secretary \(OA\)](#)

# DECA Commissaries Job Opportunities

- [Food Service Worker](#)
- [Store Worker](#)
- [Teller](#)
- [Commissary Support Clerk](#)
- [Store Associate](#)
- [Store Associate](#)
- [Sales Store Checker](#)
- [Store Associate \(Pathways Intern\)](#)

## Regional Contracting Office (RCO) Ansbach

**Are you interested in applying for a government contract? All openings with the contracting office can be found here.**

[http://www.409csb.army.mil/Sites/Grafenwohr/bb\\_Grafenwohr.htm](http://www.409csb.army.mil/Sites/Grafenwohr/bb_Grafenwohr.htm)

# **EMBRY-RIDDLE**

## Aeronautical University

WORLDWIDE

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# **Now Hiring!**

## **Assistant Campus Director for Katterbach campus**

### **Job Requirements:**

- Associate Degree required, Bachelor Degree preferred.
- Excellent interpersonal communication and customer service skills.
- Strong organizational and marketing skills.
- Working knowledge of computer, spreadsheet, presentation and internet applications.
- Aviation background or experience desired.
- A background check is required for employment.

### **Brief Description:**

The ACD performs general academic, and administrative management tasks of the campus. The ACD also participates in the public relations and marketing efforts to provide the base population with relevant information regarding University programs. This is a full-time (40+ hours/week) position, requires weekly travel to Illesheim as well as occasional travel for events and some evening work.

**Email your resume and cover letter, or call for more  
information:**

**Stefanie Ramsey at DSN: (314) 467-2379 or CIV: 09802-832379**

**Email: [ramseys2@erau.edu](mailto:ramseys2@erau.edu)**

**CommunityBank**

Operated by **Bank of America** 

# Community Bank – Illesheim and Katterbach

Qualified applicants should have:

- At least 1 year retain ability
- Command Sponsored ID card (due to SOFA status)
- Bank experience preferred but not mandatory
- Teamwork
- Motivation
- Customer Service delight
- Good Communication Skills (verbal & written)
- Flexibility
- Prioritization Skills

Interested individuals need to send a resume to:

[Ansbach.bc@dodcommunitybank.com](mailto:Ansbach.bc@dodcommunitybank.com)

[Illesheim.bc@dodcommunitybank.com](mailto:Illesheim.bc@dodcommunitybank.com)

# Ansbach Thrift Store



**at the**  
**ASCC Thrift**  
**Shop!**

## **Looking for a job?**

The **ASCC Community Thrift Shop** on Katterbach is searching for Manager and Bookkeeper candidates!

- **Manager:** 48 hours per month; retail managerial experience preferred
- **Bookkeeper:** 10 hours per month; accounting and/or bookkeeping experience preferred

Interested in applying? Please send your resume to  
**[asccthriftshop@yahoo.com](mailto:asccthriftshop@yahoo.com)**.

# Strategic Resources, Inc. (SRI).

## If interested please apply at

### [www.sri-hq.com](http://www.sri-hq.com)



#### Preferred Skills

- ✓ Joint Personnel Adjudication System (JPAS)
- ✓ OPM Central Verification Systems (CVS)
- ✓ Personnel Investigations Processing System (PIPS)
- ✓ Defense Central Index of Investigations (DCII)
- ✓ SWFT/FBI Fingerprinting systems

SRI is an Affirmative Action  
and Equal Opportunity Employer

## Strategic Resources, Inc. (SRI)

*an international, ISO 9001:2008 certified, CMMI Level 3 rated full service provider with more than 27 years experience in the Federal, military and commercial marketplaces, is looking for qualified candidates with an active Security Clearance.*

### SECURITY PROFESSIONALS

#### **Responsibilities to include:**

- ✓ Ability to identify personnel requiring background checks.
- ✓ Ability to initiate, coordinate, process, submit and track background checks for individuals.
- ✓ Monitor background investigation processing through automated systems.
- ✓ Screen and review results of preliminary background investigations.
- ✓ Effective communication skills (oral & written).
- ✓ Knowledge of the National Industrial Security Program Operating Manual (NISPOM).

#### **Active Secret Security Clearance Required**

To apply: Please click the link below

[www.sri-hq.com](http://www.sri-hq.com)

TEL: 703-749-3040



Illesheim and Ansbach Education Centers are Hiring! Call 09802-83-2817 for more information.

## The Illesheim Education Center is **HIRING!**

Currently, the Illesheim Education Center is hiring substitutes for Administrative Assistant and Counselor Aid.

**\*We are also hiring FAST Class teachers!\***

Please see the Illesheim Education Center for more information and an application!



# AAFES

## **IMPORTANT NOTICE:**

To search for positions with AAFES please visit:

[Applymyexchange.com](http://Applymyexchange.com)

- Click “Apply Now”, then “Search Openings”
- Exchange Location: Germany
- Then select Ansbach





Innovative Solutions to Maximize  
Performance

**Our Mission:** Provide our customers with innovative solutions and quality services that enable achievement of their strategic goals and objectives, thereby delivering results that facilitate mission success.

### Career Opportunity With ESC

ESC, Inc seeks candidates at each of the identified garrisons listed below to provide technical and administrative support on behalf of the IMCOM Child Related Background Check Services.

#### PACIFIC:

USAG Japan (Camp Zama)  
Korea

USAG Okinawa Japan

USAG Daegu (camp Henry)

Camp Humphreys, Korea

Camp Red Cloud, Korea

Camp Casey, Korea

USAG Yongsan, Korea USAG Kwajalein Atoll, Marshall Islands

#### EUROPEAN:

USAG Ansbach, Germany

USAG Rheinland-Pfalz, GE

USAG Baumholder, GE

USAG Bavaria, GE

USAG Hohenfels, GE

USAG Garmisch, GE

USAG Stuttgart, GE

USAG Weisbaden, GE

USAG Benelux, GE

Brussels, Belgium

Schinnen, Netherlands

USAG Vicenza, Italy

USAG Livorno, Italy

### Job Requirements

- An active SECRET clearance
- Customer service experience
- Associate degree or higher is preferred
- Knowledge of JPAS, e-QIP, & SWFT
- Experience with Microsoft Office (Word, Excel, Outlook)

### Job Description

- Review entries in JPAS, OPM CVS, e-QIP, & PIPS
- Advise & assist individuals with completing forms, e-QIP, etc.
- Initiate & process fingerprint submissions
- Ensure application packets are complete and thorough
- Troubleshoot technical problems & interpret error messages
- Initiate, process, submit, & track background checks
- Coordinate with government agencies & outside entities
- Utilize federal databases to ensure accuracy of information
- Identify derogatory information further review / suitability
- Notify applicants of results and/or follow-up actions
- Maintain accurate records and update databases thoroughly
- Participate in periodic audits and training sessions



**Want to learn more? Visit us at [www.escinc1.com](http://www.escinc1.com)**

**- COMMITTED TO THE VETERANS OPPORTUNITY  
TO WORK (VOW) ACT -**



# CACI Careers

## Discover

## CACI Careers in Europe



CACI offers exciting careers worldwide. In Europe, CACI provides intelligence services, information technology, operational, and logistics support for today's new era of defense.

If you seek one of these careers in Europe or CONUS locations, then contact us today! Prior military experience preferred for most positions. For immediate consideration, or to learn more about CACI, please contact:

### IN ANSBACH

**Antoinetta Meisel**

09802-83-3866

[ameisel@caci.com](mailto:ameisel@caci.com)

### IN EUROPE

**Dave Norton**

06224-9281640

[dnorton@caci.com](mailto:dnorton@caci.com)

For a complete listing of all positions available within CACI, please visit us at [www.caci.com](http://www.caci.com).

**CACI**  
EVER VIGILANT™

A National Asset for  
National Priorities

### WANTED:

### DATA ENTRY OPERATORS

**CACI is supporting the Installation Access Control System (IACS) program. This project provides data entry services (known as IACS Registrars) to all US Army in Europe (USAREUR) installations.**

**CACI is currently seeking a Part-Time-On-Call (PTOC) IACS Registrar to support the project offices on Katterbach & Bismarck Kasernes.**

**The successful candidate for this position will:**

- ☐ **Be a US citizen over 18 years old,**
- ☐ **Be a US ID card holder with base access and SOFA privileges,**
- ☐ **Be customer service oriented,**
- ☐ **Have basic data entry skills and**
- ☐ **Pass a criminal background check**



**NATIONAL  
MILITARY FAMILY  
ASSOCIATION**

Together we're stronger

## FINRA Foundation Military Spouse Fellowship

The Association of Financial Counseling and Planning Education® (AFCPE®), in partnership with the National Military Family Association and the FINRA Investor Foundations, is pleased to announce the FINRA Foundation Military Spouse Fellowship for the AFC® (Accredited Financial Counselor) program.

The fellowship program strives to:

- ✚ Train military spouses to provide financial counseling and education within the military community
- ✚ Help military spouses achieve career goals and aspirations and enhance job-related marketability
- ✚ Develop personal financial management skills of military families.

*"Being awarded the Military Spouse Fellowship continues to be a great experience. I received this honor in 2007, when my husband was still on active duty. We have moved twice since then but the credential and the support of AFCPE and FINRA have followed me to each new address. I appreciate the added credibility that I have with this certification, and it is increasingly recognized among potential employers. The knowledge gained during the program and in continuing education activities have been useful to me both personally and professionally. The most valuable aspect of the program is one I couldn't have anticipated, meeting other Military Spouse Fellows. At conferences and online groups (such as Facebook and LinkedIn), I have made friends, professional contacts, and found a supportive and helpful resource of other military spouses who "get it." I am grateful for this fellowship and the continued rewards of this program."*

*Katie Leiva, AFC® 2007 Military Spouse Fellow*

**The 2015 Military Spouse FINRA Fellowship Application will  
be open March 2, 2015 through April 17, 2015**

Visit [www.militaryspouseafcpe.org](http://www.militaryspouseafcpe.org) for more information



# Initial Steps In Order to Apply for a Government Contract Position

## 1. Get a DUNS number using a U.S. state-side address

To apply for a DUNS# go to this website:

<http://fedgov.dnb.com/webform>

**It is very important** that you use a state-side address for the DUNS#. It can be your parent's address if necessary. **Do not use a physical German address**. After reaching the site, follow the instructions. Do this immediately so you receive your DUNS# prior to sending your application.

## 2. Register for SAM

You need to register in SAM.

To do so, go to the website:

<https://www.sam.gov/portal/public/SAM/>

Click **"Create an Account"** and follow the instructions.



If you get confused, at the bottom of the home page click the Service Desk Link:

<http://www.FSD.gov>

It offers valuable information, and will answer all or your questions.

3. Fill out the contract you are interested in. Make sure you fill in all the necessary sections.

\*\*\*\*\*

For example, on **page 1** you need to fill out block **17a, 30a, 30b, and 30c**.

You also need to fill in

- a. Section SF 1449
- b. Offeror Representations, paragraph (b) through (i) unless completed in SAMS
- c. Registration Page with your DUNS # and Cage Code.

4. Finally, submit the correct and filled out sections along with your resume to the contract official.





University of Maryland University College *Europe*

# Teach with UMUC

To Teach the Best,  
We Need the Best.

We're looking for  
adjunct faculty!



## The Advantages Add Up

UMUC Europe faculty members are unique in that most are working professionals who bring current expertise and impressive academic backgrounds to the classroom. Enjoy the benefits of working with UMUC:

- Interact with highly motivated students
- Choose a teaching format that fits into your professional life
- Build your professional teaching portfolio
- Teach courses on a flexible, as-needed basis

## Requirements

A master's degree in a related field is the minimum requirement for teaching. A PhD is preferred. Other factors considered include recency of exposure to your chosen field, extent of teaching experience, and academic references.

## Contact us

To apply, visit [www.europe.umuc.edu/teach](http://www.europe.umuc.edu/teach), or contact the local UMUC field representative.

Contact Vilseck Education Center, Office Mon-Fri 0830 - 1630

DSN: 314-476-2462, CIV +49-(0)09662-83-2462, or e-mail [vilseck-europe@umuc.edu](mailto:vilseck-europe@umuc.edu)

[www.europe.umuc.edu/teach](http://www.europe.umuc.edu/teach)



# 10 Tips to Get Started with Passport Career!

Welcome to the U.S. Army's Passport Career system—your online career resource that will help you to explore opportunities in the U.S. and around the world! You may be seeking a job, alternative opportunity, or simply looking for information to settle-in. In any situation, Passport Career provides extensive resources, guidance, strategies, tools and support to help you make your career move! Here are some tips to getting started with the U.S. Army's Passport Career system:

- 1. ACCESSING PASSPORT CAREER** First time users:
  - a. Go to [www.PassportCareer.com](http://www.PassportCareer.com)
  - b. Click on **Have a Registration Key?** on the upper right corner of the homepage
  - c. Enter your Registration Key: **army5678** (all lowercase)
  - d. Fill out the brief registration form.
  - e. Use your email/password to login in the future.
- 2. GLOBAL CAREER PLANNING OVERVIEW** We suggest that you begin by reviewing the guidance and strategies relevant to your situation in **My Briefcase**. Click on the **My Briefcase** link on the blue menu bar at the top of any page.
- 3. JOIN AN INTRODUCTORY WEBINAR** Click on **Webinars** in the top blue menu bar of any page. Every week, Passport Career offers webinar training on career-related topics. If you're new to Passport Career, the introductory webinar is offered monthly: **How to Use Passport Career Strategically**. Also, if you participate in the **Resume/CV** webinar, you have the option to submit your resume/CV for a free review and feedback from an expert career coach!
- 4. CHECK OUT THE TOOLS** On the blue menu bar at the top of any page, you will find a link to the **International Jobs Portal**, which is updated daily with over 1,000,000 jobs in 203 countries, including the U.S. The **Get Connected!** social network allows you to connect with others around the world. You will also find quick access to the **H1B Employer Database** for non-Americans seeking jobs in the USA.
- 5. EXPLORE THE COUNTRIES** You will find the drop down menu/selector for the **Country Portfolios** and **USA City Portfolios** at the top right corner of every page. There are more than 15,000 pages of expert career content!
- 6. WHAT YOU MUST "KNOW BEFORE YOU GO"** This section is found in each country portfolio and offers key information about relocating to the country, including an overview of the country and topics related to relocating to a new place, an overview of the job search situation, Visas/Work Permits, financial information, language learning resources, and our in-country experts' tips for getting started in that country.

Be sure to read the monthly e-newsletter for information on updates, webinars, job opportunities, and contests! The newsletter is sent to the email address you used to register on Passport Career.

- 7. TAKE THE "STRATEGIC APPROACH"** This section is found in each country portfolio and focuses on the critical knowledge that you must network strategically within the context of the business culture. The business culture is broken down in several menus, including the 5 critical areas of business protocol that you need to master to make a good first impression. The networks also have strategies for each type of group to help you target them more effectively. According to research, by focusing on your strategic networking and business culture skills, you have a much greater chance at success in reaching your career goals.
- 8. RESEARCH "LOCAL OPPORTUNITIES"** This section is found in each country portfolio and has extensive resources and strategies broken down by cities, including lists and resources of the best employers for the private sector and nonprofit sector, the international agencies such as the UN, and employers in other industries as well. You will also find lists of the best websites and off-line resources where you can find appropriate job listings. Volunteer resources are also in this section along with temporary employment agencies. You will also find information on setting up a small business. In the USA city portfolios, you will find the **H1b Employer Database** along with strategies for using this tool.
- 9. USE THE "TOOLS & TECHNIQUES"** This section is found in each country portfolio and provides strategic guidance regarding the use of the business card in the country and how to use it appropriately based on the local culture, development of your resume/CV and cover letters/emails, preparation for interviews and the culturally-nuanced questions that may arise, and salary information to research. Salary charts are updated daily in the local currency. You can convert the currency to any other currency by using the **Currency Converter Tool**, which is available at the bottom left of the **Home** page.
- 10. AVOID THE "ONE-VISIT" TRAP** In order to be successful with your exploration and/or transition you need to think of Passport Career as your personal career assistant. We suggest that you schedule 15-30 minutes each week to go into more depth of the content, resources and tools. People who use Passport Career regularly have the greatest chance of success with their career goals!

# Fact or Fiction?

## Questions and Answers about FAMILY CHILD CARE

No way! Providers have an **OPTION** to choose how many kids they want to enroll. They can enroll up to 6 kids with only 2 kids under age 2.

Not true silly! Providers can operate an FCC child care home both on **AND** off post in government or government-leased housing.

Of course you can be a good neighbor but you may not provide care for children other than your own in government or government-leased housing for more than 10 hours per week.

**YES!** Pets are fun! FCC Providers **CAN** have pets. They must have current documentation for vaccinations and be in good health.

The FCC requirements are streamlined yet rigorous to ensure that only the best qualified applicants are selected and hired.

Providers may care for a child only up to 12 hours per day. More than that requires special certification.

Hey! You hear that FCC Providers must have 10 kids?

Guess what? FCC providers must live on post.

The application process is too hard, it gives me a rash.

Can't I help my friend who needs child care?

But I don't want to care for kids every day, evenings and on weekends! I will miss my play time!

I have a kitty and a doggy, can I be an FCC Provider?



## Become a Certified Family Child Care Provider!



Flexible hours and child enrollment options  
Portable career  
Toy and Equipment lending library  
Subsidy Assistance Program to offset costs  
Support your community child care needs.



**For more information, contact Parent Central Services**  
DSN 467.2533 CIV 09802.83.2533



# BE YOUR OWN BOSS

TIRED OF WORKING FOR  
SOMEONE ELSE'S DREAMS?  
A NEW WORLD AWAITS YOU.

Home Based Business Office USAG Ansbach  
09802-83-2630/ DSN: 467-2630

[james.e.vanarsdale.civ@mail.mil](mailto:james.e.vanarsdale.civ@mail.mil)

Business Ideas and Blogs

[http://www.militaryonesource.mil/seco?content\\_id=267497](http://www.militaryonesource.mil/seco?content_id=267497)

## Upcoming Classes

- Gateway to Employment Readiness  
04 May 2015  
9:00-10:30am, Katterbach ACS Classroom